

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Thursday, August 29, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Brian Bigelow, Town Administrator, RaMona Sheppard, Finance Officer, Nate Sullivan, Road Foreman

Public: Dr. Richard Albertini, David Edson, Irene Linde, Gerry Adams, Ruth Miller (MMCTV15), Kristine Bickford (CUSI), Sgt Dennis Duffy (CUSI), Lt Jim Whitcomb (CUSI), Dick Page, Rod Page, Peter Duval, Sue Kusserow.

6:00 p.m. Meeting called to order. No Public Comment.

6:01 p.m. Discussion with Planning Commission members

Dr. Albertini explained the difficulties the Planning Commission is facing in trying to resolve a Zoning Map error while progressing with proposed changes to the Town Bylaw. The opinion of the Town Attorney was discussed. A second opinion is being sought from Attorney Paul Gillies. The Planning Commission will spend time at their next meetings summarizing their concerns subsequent to scheduling a conference call with Gillies.

6:17 p.m. Presentation by Kristine Bickford, Executive Director, Children's Advocacy Center at CUSI

Information on services provided by CAC / CUSI was handed out. The organization's funding mechanisms and services provided were discussed. Recognition was made of the recently increased level of support by Underhill residents at the 2013 Town Meeting.

6:30 p.m. Warrants. Warrants and payroll was signed by the board.

6:36 p.m. Discussion with Mike Weisel, P.E.

- **Town Hall Renovations -**

Weisel will produce a smaller bid for this Fall primarily of window replacement and weatherization and forward same to local contractors for quotes. Bonding requirement would not be included

- **Page Road Culvert Replacement –**

The culvert replacement is described as "on track". Consensus of Board was to still require the bond on this project despite being comfortable with Tatro's reputation and past performance.

7:00 p.m. Discussion with RaMona Sheppard, Town Finance Officer

- Items include: Post Employee Retirement Benefits, Employee Health Insurance, In Lieu of Insurance Policy, Finance Officers Report

Discussion on continuing to offer health insurance to retirees and options to make coverage and costs changes neutral to current employees were discussed. Decisions will be needed by October 1. Municipal expenditures and Cash Flow projections provided (attached). The Town has some unknowns but is within the Fund Balance Policy of 15%.

7:28 p.m. Old Business

- Underhill Center Post Office Maintenance - Discussion of quotes to remove trees, and roofing options.

Quotes were reviewed for Tree removal. Town Administrator met with RV284 property owner Steve McClellan who also was not sure where the adjoining property line was but would like to see that tree removed. Road Foreman Nate Sullivan said the Road Crew could remove that tree. Seth Friedman moved to accept the Vaillancourt quote for the removal of the other two trees, brush and wood for \$650.00. David Rogers seconded. Motion passed 3-0. Town Administrator to reply to all quotes. Town Administrator directed to contact roofing and masonry contractors to explore a patching option as opposed to a full roof replacement at this time.

- Blais Property (BE190) status.

Town Administrator will contact Blais, Sheriff's Department and contractor to carry out the court order on this property for the removal of the illegal structures.

- Prioritization of Town Administrator's Project List.

Ongoing; updates to be provided as items are completed. PACIF grant application completed and signed by Chair.

- Constable position absent Law Enforcement authority.

Town Administrator to schedule Cody Johnson to attend an upcoming Selectboard meeting.

- July 18 Line of Credit.

By consensus, the Selectboard formalized that the Line of Credit requested in the July 18, 2013 minutes was cancelled due to the warrants not being approved.

7:45 p.m. New Business

- Subdivision Road Sign Policy

Policy of Town purchasing and installing road signs for private roads reviewed. Motion made by Seth Friedman that the Town will continue to install signs but policy going forward would be that the initial cost should be borne by the applicant within the subdivision process. David Rogers seconded and the motion passed 3-0. Town Administrator to work with Development Review Board and Planning Commission to accomplish same.

- **Road Issues**

Foreman Nate Sullivan discussed Town Roads and Town Highway Garage issues. Winter Sand Hauling will be discussed in depth at the 9/12/13 meeting. Town Administrator and Road Foreman to talk about road projects prior to the next meeting.

Motion by David Rogers to have Road Foreman contact the two bidders for the garage heating system and accept the bid of the contractor that can perform the job the soonest. Seth Friedman seconded and the motion passed 3-0.

8:23 p.m. Information

Sue Kusserow asked about the Blais item from earlier on the agenda. She was informed that the Town Administrator will be working the issue in the future.

Seth Friedman moved to approve the new owners of 310 Irish Settlement Road (Billings) taking over the Open Space contract established in 2005 by the previous owners. David Rogers seconded and the motion passed 3-0.

8:26 p.m. Minutes

Review of 08/01/13 and 08/15/13 Minutes. David Rogers moved to approve the minutes of 8/1/2013. Seth Friedman seconded and the motion passed 3-0. David Rogers moved to approve the minutes of 8/15/2013. Seth Friedman seconded and the motion passed 3-0.


8:36 p.m. Announcements/Schedule

Announcement made of next Selectboard Meeting is scheduled for September 12, 2013.

8:38 p.m. Adjournment.

On a motion by David Rogers, seconded by Seth Friedman the Selectboard adjourns this 08/15/13 meeting. The motion passes 3-0.

Brian Bigelow, Town Administrator
Read and Approved as submitted/amended



Brad Holden, Chair



Date

Town of Underhill
Cash Flow Projection
Estimated Cash and Fund Balance

Cash on Hand - August 29, 2013		\$ 2,027,325
Includes insurance claims \$1,785 lighting and \$3,865 garage siding damage		
Anticipated Receipts 9/1/ 2013 - 11/14/2013		
Delinquent Taxes		10,000
Other receipts		10,000
Anticipated Loan Receipts		-
Anticipated Expenditures 9/1/2013 - 11/14/2013		
General Government	(110,000)	
Tech Group - Final network	(3,728)	
Quarterly School Payment	(919,550)	
Quarterly Appropriations	(83,450)	
Page Road Structure	(124,380)	
Highway	(152,000)	(1,393,108)
Net Available November 15, 2013		\$ 654,217
Held for reserves:		
General Government	(136,926)	
Highway	(219,714)	\$ (356,640)
Net cash available		\$ 297,577
Per Fund Balance Policy		\$ 339,800
Short		<u>\$ (42,223)</u>
Unknowns:		
Flood repair expenditures	FEMA receipts to repay loan	
Garage Heater expenditures	FEMA receipts in excess of loan	
Town Hall Repairs/Upgrades	Recreation compost toilet	
Sidewalk Status	Gravel and Paved Roads Expenditures	

Selectboard : \$1,240 classified ads in contingency

Admin: Will be over for the year because of going from PT to FT. Aprox over \$3,500 because of no health insurance.

Town Hall Building Maintenance: \$2,285 for Life Safety related to the lightning strike. Insurance revenue of \$1,785.

PZ – Have asked Brian for aprox hours working in PZ in order to allocate salary, FICA and Medicare. Not reflected in these numbers. Will adjust for next meeting.

Capital Expenditures – Town Hall: \$9,995 for A/C which includes Linde Electric.

Highway Building Maintenance: \$2,200 Peter Czarja door repair – 50 % for material order. Insurance revenue of \$3,865.

2013 Flood Costs \$83,196

FY 2013 First two months without new truck purchase	\$ 301,011
FY 2014 First two months without flood costs or new loan payment	\$ 306,985